



Opportunity Profile

DIRECTOR OF OPERATIONS & FINANCE
CAREY THEOLOGICAL COLLEGE

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

The Director of Operations & Finance is a pivotal leadership role requiring exceptional management skills and a strategic vision to oversee and optimize the interconnected systems of Carey Hall and Carey Theological College. This position combines operational excellence with a mission-driven focus, ensuring the seamless management of both physical assets and human resources.

Carey is both a Theological College with teaching, mentoring and supervisory responsibilities and a vibrant residential complex. It functions as both a ministry and a financial cornerstone, leveraging trust and endowment funds alongside revenue streams from tuition, fees for services, and room and board income.

The facilities include three key buildings located on the prestigious UBC campus: a one-story office rental building; a five-story mixed-use building housing residences, offices, catering services, classrooms, and parking; and a state-of-the-art six-story student residence set to open in Spring 2025.

This role is integral to driving operational efficiency, fostering community, and ensuring the long-term success of Carey Theological College's mission.



OUR STORY



Founded by the Convention of Baptist Churches of BC, Carey Hall has been a cornerstone of faith-based education and student living at the University of British Columbia (UBC) since 1959. Originally a Christian residence for 42 undergraduate men, Carey grew into a co-ed community by 1985, fostering academic success and spiritual growth for UBC students.

In 1975, Carey Hall became a ministry of the Canadian Baptists of Western Canada, paving the way for the establishment of Carey Theological College in 1980. Over the years, the college expanded to offer graduate, doctoral, and continuing education programs, equipping students for impactful ministry and leadership. To meet the demand for accessible theological education, Carey Institute launched in 2006, offering workshops, seminars, and culturally contextualized courses that integrate faith with professional and lay ministry.

Today, Carey continues to inspire and transform lives through academic excellence, spiritual formation, and a vibrant Christian community.

A close-up photograph of a person's hand holding a black graduation cap with a gold tassel. The person is wearing a black graduation gown and a blue beaded bracelet. The background is a blurred outdoor scene with green trees and a blue sky.

ABOUT US

Carey Hall was founded by the Convention of Baptist Churches of BC as the organizing body for both Carey Theological College and Carey Hall Residence, located on the University of British Columbia (UBC) campus. In 1975, Carey Hall became a ministry of the Canadian Baptists of Western Canada through an affiliation agreement. In 1991 the residence and college were separated and renamed as Carey Theological College and Carey Centre.

At Carey Theological College we strive to deliver contextualized theological education that builds faith, character, and competency in students. Our educational mission is to equip individuals with the knowledge and skills to live more intentionally, thoughtfully, and faithfully in the church and the world. Our goal is to help our students engage their culture and circles as thoughtful Christians, to be lifelong learners and to be effective workers in their local churches and communities. Over the years, Carey Theological College has expanded its academic offerings to include graduate, doctoral, and continuing education programs.

At Carey Student Residences, we operate two student residences in the heart of UBC. Dedicated to more than just housing; our mission is to create a vibrant community where students can grow in their faith while excelling in their studies. Carey Hall offers queen rooms with private bathrooms and meal plans during the academic year (September to April), as well as a limited number of shared/family two- and three-bedroom apartments on the top floor. Timothy Hall is our brand-new, six-floor student residence building opening in Spring 2025, featuring a variety of studio, two, and three-bedroom suites. Scheduled for completion in Spring 2025, this residence will provide UBC students with year-round housing from May to April..

In addition to student housing, Carey Centre offers hotel/short term accommodations for visitors vacationing in Vancouver BC, or guests wanting to host a conference, retreat, or private function. Carey Centre strives to provide the ideal space for visitor needs.

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OUR VALUES

BIBLE

We value the Holy Scriptures – Old and New Testaments – as the inspired foundation of our beliefs, our worship and our discipleship. Carey is devoted to the study, interpretation, and proclamation of the Scriptures.

JESUS

Jesus Christ is the unique son of God within the fellowship of the father and the spirit. He alone is Redeemer, Savior and Lord worthy of all worship and trust. Our College is devoted to a personal relationship with Jesus Christ both individually and as a learning community.

MISSION

The Great Commission is the announcement of God's saving grace in Christ offered uniquely to all humankind. It's a call to discipleship and faithfulness for all Christ's follower. Mission is God's work as God invites us to participate. Go, teach, and baptize are the watchwords of the Carey Community.

CHURCH

The church is the body of Christ gathered by the Holy Spirit for worship, service, fellowship and witness. The church is open to all who trust in Christ as Savior and Lord and desire to lead lives worthy of the gospel. The church and the college hear the overarching words of Jesus; to love the Lord our God and to love our neighbour as ourselves.

THE JOB



The Director of Operations & Finance reports to the President of Carey and sits on the President's Council, along with the President, Registrar, and Academic Dean. The Director of Operations & Finance oversees all operational and financial aspects of Carey including the educational, residential, and hospitality facilities, functions, finances and people.

The Director of Operations & Finance manages the entire system and works with the detail and analysis necessary to ensure the smooth functioning of the physical assets and the human resources that make up Carey. They are responsible for leading a team of approximately 15 direct and indirect reports to deliver operational and financial excellence, while modeling the Christian values and character aligned with the mission, vision and community culture of Carey.

The financial assets include a trust and endowment fund as well as fees for service, tuition and room & board income to manage. Financial oversight includes developing and managing the operational budget of Carey, while liaising with an external accounting firm who is contracted to provide accurate and complete financial information for bookkeeping and financial statement compilation.

The facilities to be managed include (1) a one-story building, primarily used for office rentals; (2) a five-story mixed-use building with residential housing, offices, catering, classrooms and parking; and (3) a six-story student residence building, scheduled to be completed in spring 2025.

KEY RESPONSIBILITIES

- Facilities and grounds maintenance
- Occupational health and safety
- Capital projects
- Property development
- Property rental
- Food services and catering
- Housekeeping and custodial services
- Procurement
- Contractor negotiations and contract management
- Regulatory compliance
- Staff hiring, training, development and supervision
- HR policies, procedures and best practices
- Finance and administration
- Information technology (systems, hardware, software)
- Efficient and effective business processes
- Continuous improvement



CORE COMPETENCIES

- Collaborative and faith-based leadership style
- Humility and authenticity
- Leadership development, mentoring, and coaching
- Business acumen
- Change management
- Project management
- Decision making
- Goal oriented
- Professionalism
- Emotional intelligence
- Excellent verbal and written communication skills
- Active listener, seeks to understand and able to resolve conflict
- Client focused and relational
- Analytical, planning, organizing, and prioritizing skills
- Accountability and dependability
- Critical thinking and problem-solving abilities
- Financial management and budgeting
- Technology/IT skills

QUALIFICATIONS

- A passion for students and genuine interest in advancing theological education.
- Demonstrated maturity in Christian character and a biblical world view. Experience in church or Christian organizational leadership or governance is an asset.
- Alignment and agreement with the [Identity Statement \(2022\) of the Canadian Baptists of Western Canada](#).
- 10+ years of progressive management experience in operations and/or finance, overseeing physical and financial assets while leading a staff team.
- University or college degree in a relevant field such as business, administration, hospitality, engineering, finance, IT, or other. Theology degree is also an asset.
- Previous experience in hospitality, education, not-for-profit, facility management, and property redevelopment is an asset.
- Previous experience with contractor and vendor management is an asset.
- Financial management and budgeting experience with a similarly sized organization.
- High standards of operational excellence with a focus on quality of facilities and staff.
- Understanding of IT systems including Application Programming Interfaces (API's).
- Ability to provide advise to the President and report to the Board on operational and financial issues.
- Demonstrated experience with multi-tasking and managing several projects at one time.

OUR SEARCH TEAM



MARK KRAFT
LEADING THE SEARCH

mark@nelsonandkraft.com
778.982.4427

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



JEFF PITCHFORD
SUPPORTING THE SEARCH

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647.409.2922

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



SHARON CYMBALUK
SUPPORTING THE SEARCH

sharon@nelsonandkraft.com
604-798-2626

Sharon brings over twenty years administrative experience to the team. For over a decade she has worked closely with CEO's and leaders of national charities, providing administrative support to over 50 boards, and managing national annual conferences. Sharon has assisted in over 60 executive searches and is excited to come alongside organizations and assist them in building their team of leaders.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

Location: Vancouver, BC

Application Deadline: March 14, 2025

Short List Interviews: end of March

Start Date: TBD

Salary Range: \$130,000 to \$150,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.